

**BOARD OF PAROLE HEARINGS  
Best Practices Advisory Committee Meeting  
Tuesday, January 15, 2013**

Meeting called to order at 2:35 p.m.

**CONSENT CALENDAR**

**Roll Call**

**Present:** Ferguson, LaBahn, Peck, Zarrinam, and Fritz, Chairperson

**Absent:** None

**Comments and Clarification regarding Best Practices Advisory Committee Meeting Minutes: December 10, 2012**

There were no comments.

**Public Comments on Consent Calendar**

There were no public comments.

**REPORTS**

**Report from Executive Officer**

Executive Officer, JENNIFER SHAFFER, did not present a report.

**Report from Chief Counsel**

***Survey Results***

KARA HOUSTON, Staff Counsel, reported that the legal unit has received seven survey responses related to the role of deputy commissioners and commissioners at hearings. HOUSTON stated that she would have a progress report the next committee meeting.

***Case Compendium Project***

HOUSTON reported that most cases were briefed as part of the case compendium project and that upon finalization, they will be forwarded to the CHAIR. HOUSTON reported that the project was expected to be completed in the next several weeks. VERONICA MENDOZA will be assisting the committee in HOUSTON's absence.

***Administrative Directives versus Legal Guidelines***

Chief Counsel, HOWARD MOSELEY, clarified the types of communications issued by the legal unit. A miscellaneous decision is used when the legal unit refers a matter *en banc*.

Administrative directives are used to capture existing policy rules or regulations. Legal memos are used to provide direction on how to conduct a hearing. These memos are not disseminated to the public. Likewise, any legal analysis provided by the legal division will not be made available to the public. In the future, the agenda will disclose the specific legal authority for the referral of any item to the full Board.

**Report from Chairperson*****Bench Guide Project***

The CHAIR reported that Commissioner JOHN PECK has been working on the mini-manual. The CHAIR stated they have been trying to revamp the mini-manual for some time since parole revocation is going away. She added that the committee would like to give the manual to those who are involved with the current process. The CHAIR stated that they plan to look through the life prisoner suitability information and Division of Adult Parole Operations memos in the manual to determine their relevance as well. She reported that the committee will have a progress report next month.

The CHAIR asked the other committee members for feedback regarding whether the bench guide outline is useful and asked what type of hearings they would like to work on. She added that the assignment for this month is to go through the outline.

**DISCUSSION ITEMS*****Administrative Directive on Parole Hearing Decision Tie Votes***

HOUSTON clarified that comments and/or letters will not be considered by the Board when deciding tie votes. Pursuant to statute, the Board may only consider the record that was before the panel that conducted the hearing that resulted in a tie vote, and not information obtained at the open session of the board meeting.

VANESSA NELSON, of Life Support Alliance, expressed her appreciation for the Board's transparency efforts. She asked whether the only comments in support of an inmate are considered by the Commissioners.

MOSELEY responded that the Commissioners cannot consider any new information or comments, either for or against the inmate.

NELSON asked for clarification regarding the purpose of comments made at the executive board meeting.

MOSELEY clarified that public comments are considered except in cases of a tie vote

Commissioner ZARRINAM made a motion, which was seconded by Commissioner LABAHN to send the administrative directive to the full board. Motion carried.

**OPEN COMMENTS*****BPH Commissioners - Agenda Items for Future Meetings***

The CHAIR requested guidelines for the commissioners when they are asked to review a pardon request, as well as clarification regarding conspiracy to commit murder.

MOSELEY stated that base terms for conspiracy to commit murder may be good training for next month. The CHAIR concurred.

A discussion was had regarding substance abuse programs for life parolees. The topic was referred to the Rehabilitative Programming Advisory Committee.

**Public Comments**

There were no public comments.

**Meeting adjourned at 3:10 p.m.**